

# LATE PASS REQUEST FOR STUDENT UNION BUILDING

ORGANIZATION: \_\_\_\_\_

ROOM: \_\_\_\_\_ DATE: \_\_\_\_\_ TIMES OF USE: \_\_\_\_\_

REQUESTER'S NAME: \_\_\_\_\_ SUNY ID# \_\_\_\_\_ - \_\_\_\_\_

**AUTHORIZED MEMBERS AND SUNY ID# (Last 9 digits on card)**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## GUIDELINES

All late pass members must be registered students at the College at New Paltz. No additional people may be placed on a late pass after it has been signed by the Assistant to the Director of College Activities.

All authorized late pass members must be in the office for which the late pass is assigned prior to the closing of the SUB.

Any tampering with doors/locks to allow re-entry into the SUB will result in the suspension of this and all future late passes.

The groups must keep noise to a minimum. Activities Assistants will monitor and appropriately respond to all loud noise. Please remember that Activities Assistants are residents in the SUB and also students.

The late pass should be posted at all times and is in effect only for the office on which it is posted.

The requester of this late pass is responsible to inform all group members of the policies and guidelines listed, of all College regulations, and to insure adherence to all of the above.

\_\_\_\_\_ requester for the late pass for \_\_\_\_\_  
organization representative organization

have read and understood the late pass policy and agree to abide by the guidelines noted above.

APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_  
Director/Assistant Director of College Activities